

Printing the Paper Copy of the Planning Document

These are the steps to print a Performance Plan for the employee to review and sign.

1. Select an employee to work with.



[Home Page](#) > [Select Employee - Performance Objectives](#)

Employee List - Performance Objectives

[How to Add or Copy Objectives](#)

You are responsible for supervising and appraising the following employees. (Click on any column heading to sort data by that column in ascending order.) Click on an employee's name to develop/update performance objectives.

(2) total employees

Employee Name	Title Code	Job Title	Organization Name	Supervisor
LEVY, KELLY ANN	000493	TRAINING TECH III	PERS-STAFF	Yes
SCROGGINS, CYNTHIA	000493	TRAINING TECH III	PERS-STAFF	Yes

2. Select an appraisal type to work with.



[Home Page](#) > [Select Employee - Performance Objectives](#) > [Develop/Update Performance Objectives](#)

Employee Performance Objectives

Employee Information

[Create New Appraisal](#)

Employee Name	LEVY, KELLY ANN	Organization	PERS-STAFF
Job Title	TRAINING TECH III	Supervisor	Yes

Select Type:

Annual
Annual
Probationary
Special

3. Click the 'Show Performance Objectives' button to execute selection.

Select Type:

4. Click the 'Performance Plan Print Preview' button.



Monday, April 30, 2007 3:09:24 PM Welcome - ALLAN FORBIS (BDS\Perform_BDS) your role(s): [Admin](#) [Reviewer](#) [Rater](#)

[Home](#) [My Employees](#) [My Reviews](#) [System Administration](#) [Reports](#) [Online Help](#) [Log Out](#)

[Home Page](#) > [Select Employee - Performance Objectives](#) > Develop/Update Performance Objectives

Employee Performance Objectives - Annual

Employee Information [Create New Appraisal](#)

Employee Name	LEVY, KELLY ANN	Organization	PERS-STAFF
Job Title	TRAINING TECH III	Supervisor	Yes

Select Type: Annual [Show Performance Objectives](#)

All Annual Performance Objectives have been reviewed with your employee and all the necessary signatures have been obtained on a Performance Plan document. Is this correct? ☐ Yes ☒ No

Performance Objectives Summary [Collapse Component Details](#) [Expand Component Details](#)


- (Knowledge of Work) has (1) objective(s)
- (Quality of Work) has (2) objective(s)
- (Situational Responsiveness) has (1) objective(s)
- (Initiative) has (1) objective(s)
- (Dependability) has (1) objective(s)
- (Performance Planning and Documentation) has (1) objective(s)
- (Leadership Skills) has (1) objective(s)
- (Management Skills) has (1) objective(s)

(9) total objectives [Delete Selected Objectives](#) [Add Objectives](#) [Copy Objectives](#) [Performance Plan Print Preview](#)

Select All	Edit	Objective Description	Component Name
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Continued on the next page.

5. Once selected, the printer-friendly version of the document is displayed



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**THE MISSOURI STATE
EMPLOYEE PLANNING AND
APPRAISAL SYSTEM**



Performance Plan - Annual

Employee's Performance Plan Details

[<<< Back To Performance Objectives](#)



Click to print

Employee Name	LEVY , KELLY ANN
Supervisor Name	FORBIS , ALLAN J.
Job Title	TRAINING TECH III
Agency	OFFICE ADMINISTRATION-OPER
Org	PERS-STAFF
CIVS Description	UCP MERIT SYSTEM CLASSIFIED
Percentage Fulltime	1.0
Months of Service	162.0
Appraisal Type	Annual
Rating Period	1/1/2007 - 6/30/2007
Appraisal Status	-
Overall Rating	-
Appraisal Date	-
Appraisal Period	-

1. Knowledge of Work
Rating 1 2 3 4 5 6 7 8 9 10

Performance Objectives:

1. Learn the Management Training Rule and how each program we provide corresponds to the Rule.
2. Review all materials for each training program you conduct at least two days prior to the session and discuss any questions or concerns with your co-trainers and supervisor.
3. Research topics pertaining to all training programs assigned to you to enhance your understanding of the program's content, keep up-to-date with the latest trends; and improve the program's effectiveness.

2. Quality of Work
Rating 1 2 3 4 5 6 7 8 9 10

Performance Objectives:

PERFORMANCE APPRAISAL DISCUSSION

At the beginning of each appraisal period established by the agency/rater, the employee and rater will meet to review and discuss the employee's overall performance for each component listed on this document. The signature of the employee, rater and reviewer affirms that this discussion took place and that the employee received a copy of his/her appraisal document.

Condensed Screen Print

	SIGNATURE OF RATER		DATE
	SIGNATURE OF REVIEWER		DATE
	SIGNATURE OF EMPLOYEE		DATE

Click the "Print" icon near the Missouri State Seal in the top right corner of the document.



The print button on the browsers tool bar and Ctrl-P functionality does work but if you use these methods the Application Navigation bar and the “Print” button will display on your printed form. This line is stripped from the hard copy if you use the “Print” button provided for you.

A printer dialog box will appear and the user clicks print to send it to the desired printer.

